

Embassy of Ireland to the Holy See

Vacancy Notice - Public Affairs

The Embassy of Ireland to the Holy See has a vacancy for one part-time locally-engaged member of staff as a **Public Affairs Officer**.

The Embassy relies heavily on the initiative, team-spirit and skills of locally-recruited staff to deliver a diverse range of functions ranging from analysis / reporting through to administrative functions. Each member of staff, while leading on particular areas, must be familiar with all aspects of the Embassy's work so that they may participate fully in the achievement of the Mission's objectives.

The responsibilities will include reporting on developments at the Holy See and public affairs.

Main duties and responsibilities

The successful candidate will be expected, under the general direction of the Ambassador to lead on:

- Report & research on diverse developments and policy areas at the Holy See such as migration and climate change;
- Managing the public diplomacy initiatives of the Embassy;
- Organising official visits and representational events;
- Working closely with other Embassy support staff and cover leaves of absence as necessary;
- Other related duties as required

Required skills and experience

The candidate must be fluent in *both* Italian and English and hold a relevant under-graduate qualification. Knowledge of Holy See structures and previous experience in a research-based role or a public affairs role would be desirable.

Candidates must show capacity for flexibility and be willing to work to meet deadlines, sometimes under pressure. Excellent communication, analytical and interpersonal skills are required.

Duration

The contract is a fixed-term 12 month contract. It is a half-time position, 17.5 hours per week and the hours worked will usually be between 09.30 and 13.00. However there may be a necessity for the successful candidate to work hours outside of these during the contract. Time in Lieu will be given for any additional hours worked.

How to apply

Interested candidates are invited to send a CV with an accompanying cover letter in English to romeembassy[at]dfa[dot]ie for the attention of Embassy Holy See. The CV should include prior relevant experience as well as contact details for two referees. The subject message of the e-mail should be: Job Vacancy Embassy, Public Affairs.

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to:

Ambassador Emma Madigan
Embassy of Ireland to the Holy See

Via Garibaldi, 29
00153 Roma

Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.

The closing date for receipt of applications is **Wednesday, 13 April 2016**. Applications received will be short-listed for interview (likely to be held week beginning 18 April). Only those who are being short-listed for interview will be contacted.

ENDS